

**Competitive Purchases of Service
Chapter 103F, HRS
Notice of Rejection of Proposal**

SAMPLE

(Date)

State Agency Issuing RFP: _____
(Department, division, branch, etc. as applicable)

Applicant: _____ Log # _____

Request for Proposal Title: _____ RFP ID # _____

- ☐ Applicant's proposal is rejected for the following reason(s):
- ☐ Proposal was not received/postmarked by the submittal deadline.
 - ☐ Applicant's proposal was determined to be not responsive for the following reason(s):

 - ☐ Applicant's proposal was determined to be not responsible for the following reason(s):

 - ☐ Other: _____

Applicant's proposal will be retained for 30 days from the date of this notice and then discarded.

Applicant may retrieve the proposal prior to _____ at _____.
(Date) (Address)

If there are any questions, please call _____ at _____.
(Contact name) (Phone #)

State Purchasing Agencies should use this notice in conjunction with their agency's cover letter.